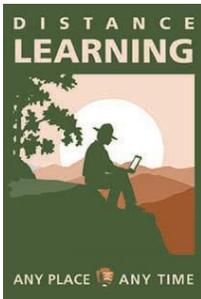


# Creating CLP Training Courses

*Site Content Creators (SCCs) and Site Content Approvers (SCAs)*

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## **Delivered November 2015**

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## Purpose

The purpose of this document is to provide instructions for Site Content Creators (SCC) and Site Content Approvers (SCA) who are creating or editing Training Courses on the Common Learning Portal (CLP) website. This document will provide:

- Instructions clarifying how to create and edit content.
- Standardization of content creation processes to ensure the site content is consistent, high value, and appropriate.

## Roles

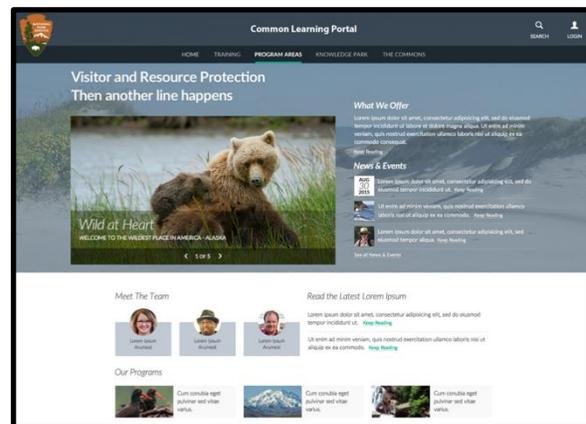
### User Roles

Roles available to help program areas manage content on their landing pages are the Site Content Creator (SCC) and Site Content Approver (SCA). While it is ideal for content teams to utilize both roles in order to prevent content bottlenecks and better manage workload, for some content teams one user may manage all of the team's workflow from the SCA role.

Role descriptions as they pertain to authoring CLP Training Courses:

- **Site Content Creator (SCC):** When authoring CLP Training Courses: site content creators will create and edit Training Courses. Users in this role will be primarily responsible for writing the body text (following the formatting guidelines below).
- **Site Content Approver (SCA):** When authoring CLP Training Courses: site content approvers will review the draft Training Courses created by the site content creators. Users in this role will be primarily responsible for reviewing, editing, tagging, and publishing the content.

## Content Teams



Site Content Creators and Site Content Approvers are assigned to Content Teams by:

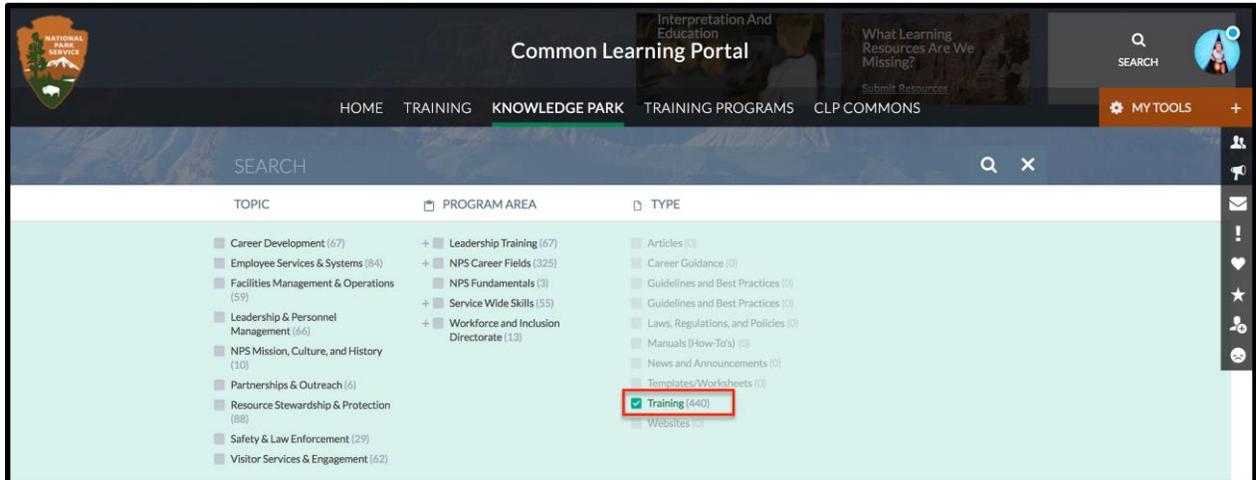
- Program Area (for example, Cultural Resources);
- Region (for example, Northeast Region); and
- Training Center Location (for example, Stephen T. Mather Training Center).

- Creating CLP Training Courses

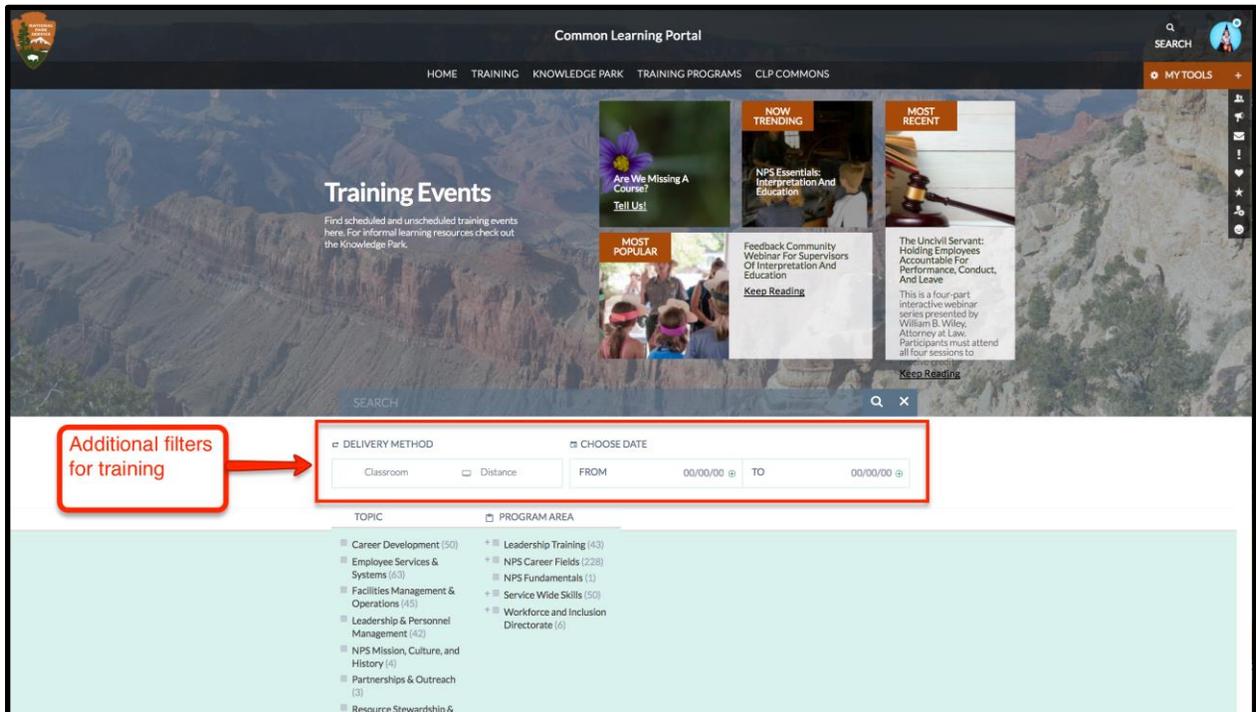
The CLP contains a unique landing page for each program area, region, and training center location. The content on those pages is managed by the corresponding content team.

## What is a CLP Training Course?

CLP Training Courses are found in the Knowledge Park (a filterable listing of vetted educational resources). To see a list of Training Courses, go to the Knowledge Park and under the Learning Resource Type filter, select Training.



Or you can navigate to the Training Courses Landing Page where specialized filters (only relevant to Training Courses) are available.

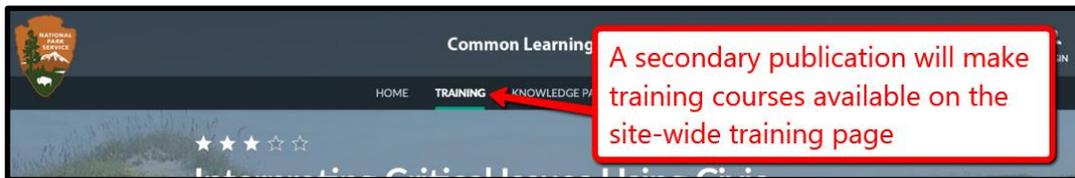


As a Site Content Creator (SCC) or Site Content Approver (SCA), you will create and/or team publish *Training Courses* on your program's landing page.

- Creating CLP Training Courses



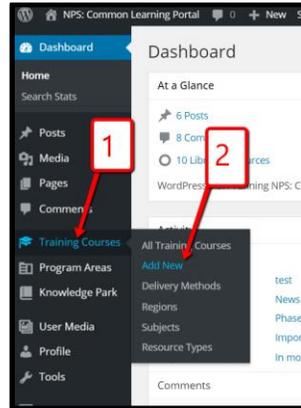
Once you team publish a *Training Course*, a Master Content Approver will receive a system generated notification, review your *Training Course*, and perform a secondary publish so that the *Training Course* is findable in the site-wide Training Events Landing Page.



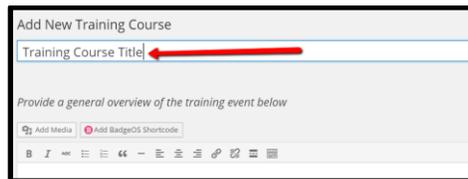
## Technical User Documentation

### Steps for SCCs and SCAs

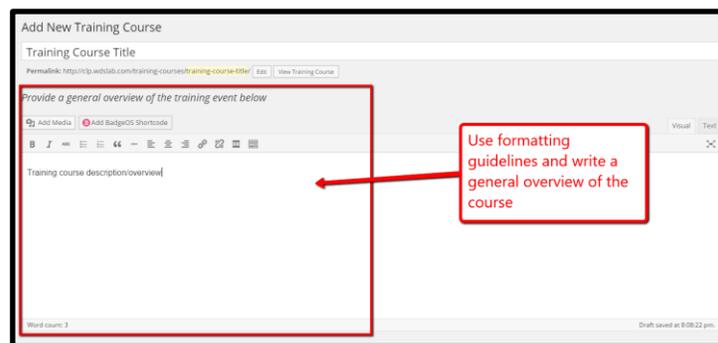
To create a *Training Course*, navigate to *Training Courses/Add New* in your WordPress [Dashboard Screen](#).



Enter the *Title* of the Training Course.



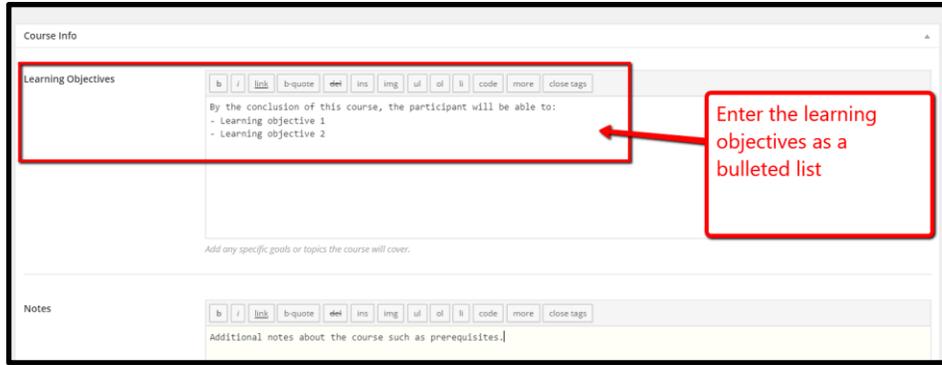
Enter the *Description* or overview of the Training Course. For more details, see [Formatting Guidelines](#) below.



### Course Info:

Type the *Learning Objectives* for the Training Course in the form of a bulleted list.

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Course Info

Learning Objectives

By the conclusion of this course, the participant will be able to:

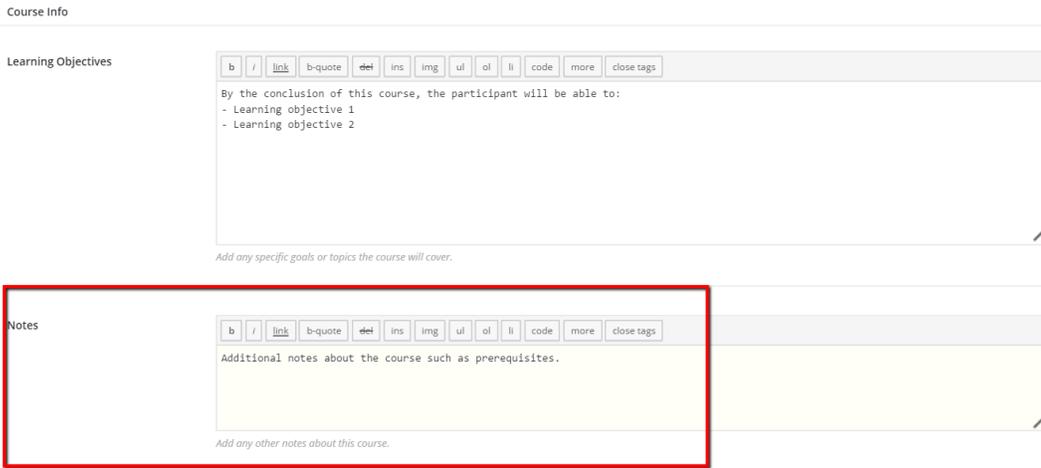
- Learning objective 1
- Learning objective 2

Add any specific goals or topics the course will cover.

Notes

Additional notes about the course such as prerequisites.

Type any additional notes about the course (such as prerequisites) in the *Notes* field.



Course Info

Learning Objectives

By the conclusion of this course, the participant will be able to:

- Learning objective 1
- Learning objective 2

Add any specific goals or topics the course will cover.

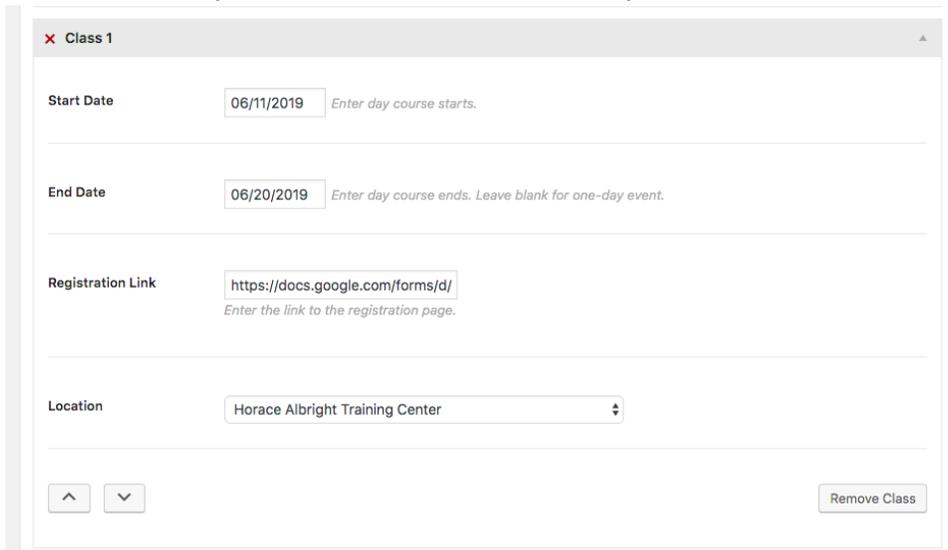
Notes

Additional notes about the course such as prerequisites.

Add any other notes about this course.

**Class Information:**

- **Start Date:** The date an *Instructor Taught* course begins
- **End Date:** The date an *Instructor Taught* course ends
  - If the class is self-paced, leave the date fields blank.
- **Registration Link:** Enter the URL of the web page on which users would register for this course. This could be a DOI Learn link or any other URL.
- **Location:** Select a predefined location from the drop down list



Class 1

Start Date: 06/11/2019 Enter day course starts.

End Date: 06/20/2019 Enter day course ends. Leave blank for one-day event.

Registration Link: <https://docs.google.com/forms/d/>  
Enter the link to the registration page.

Location: Horace Albright Training Center

Remove Class

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- Creating CLP Training Courses

To add a new location to the Class Location drop down list, insert the address in the Location field and save or update the CLP training course.

Location ▲

*If you don't see the location of your class in the Class Location drop down list below, add it here. Save or update the CLP training course to insert your new location in the Class Location drop down list.*

**✕ Location 1** ▲

Location Name

---

Address

Address 1

Address 2

City  State  Zip

---

If the class is being offered multiple times and at different locations, additional classes and locations can be added to the same CLP training course.

To add a new class, select the **Add Another Class** button.

**✕ Class 5** ▲

Start Date  Enter day course starts.

---

End Date  Enter day course ends. Leave blank for one-day event.

---

Registration Link  Enter the link to the registration page.

---

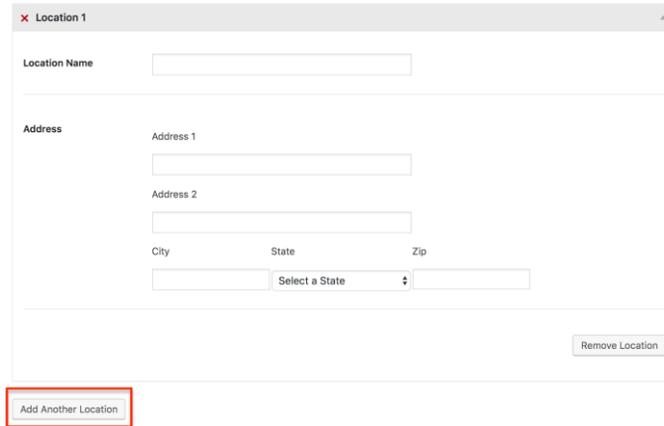
Location

---

▲ ▼

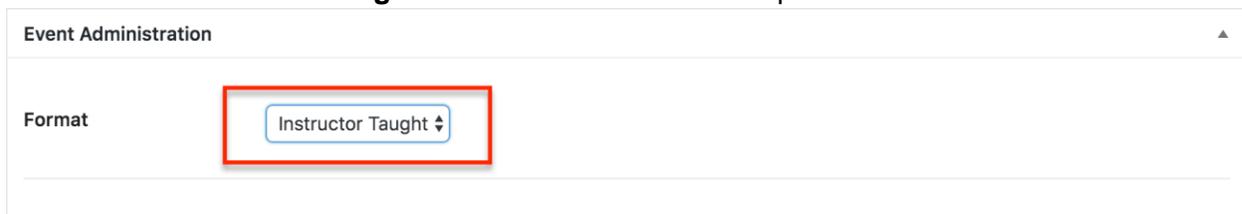
To add a new location, select the **Add Another Location** button.

- Creating CLP Training Courses



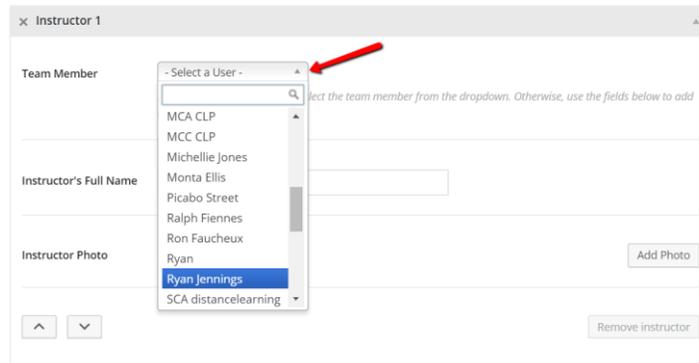
**Event Administration:**

Select either **Instructor Taught** or **Self Paced** from the drop down list.



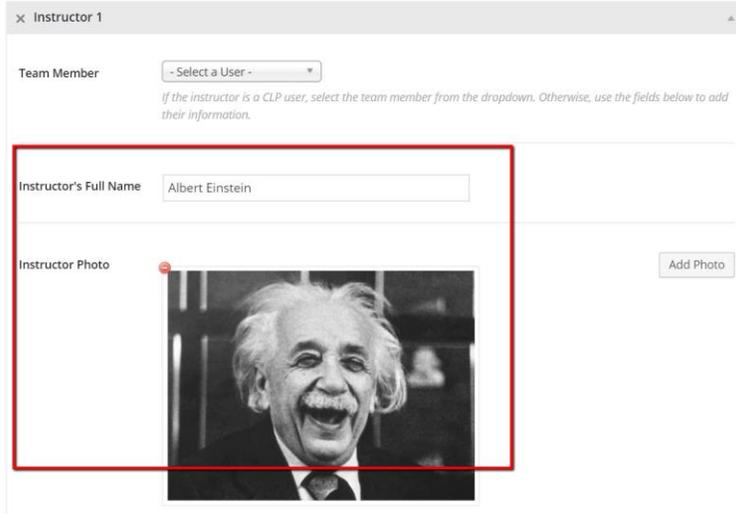
If the course is **Instructor Taught** (instead of self-paced), enter the Primary Contact information using one of the two options:

- **Option 1:** Select a Commons Profile from the list OR



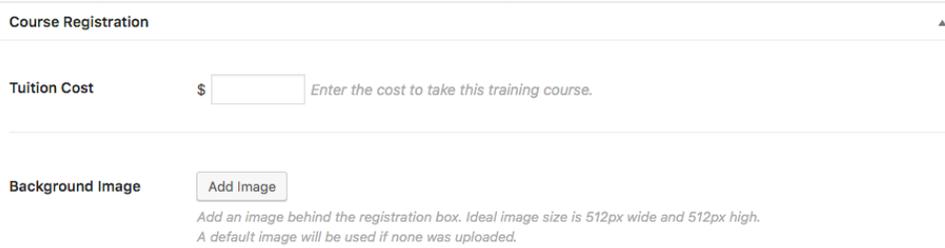
- **Option 2:** Enter the instructor's name and photo

- Creating CLP Training Courses

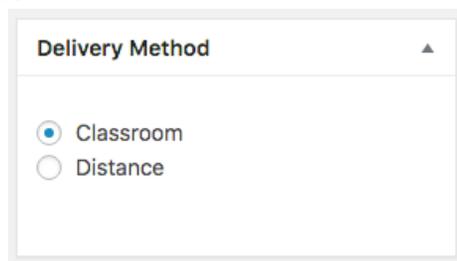


**Course Registration:**

- **Tuition Cost:** Enter the cost to take the training course. If there is no cost, leave this field blank.
- **Background Image:** Optional - only upload an image here if you'd like to replace the default image which appears behind the registration box.

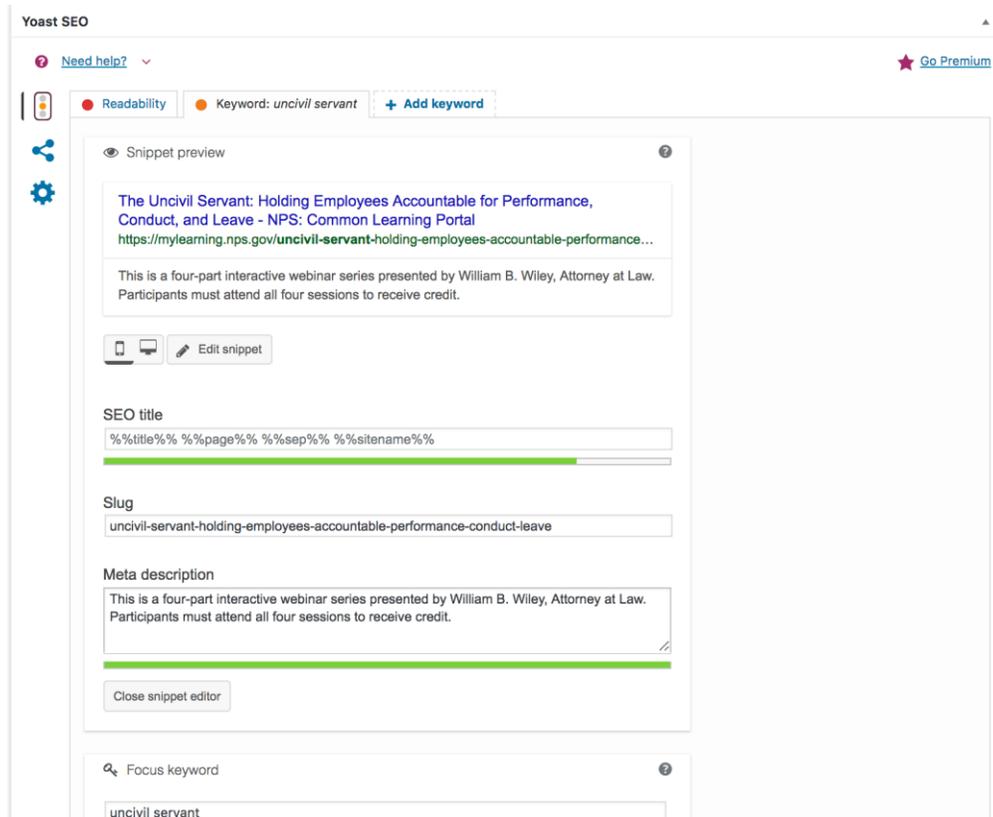


Next, set the *Delivery Method* of the course using the widget in the right column. Choose from either **Classroom** or **Distance**.



Update the SEO title and Metadata in the **SEO tools widget**. For more information, review the [SEO Guidelines](#).

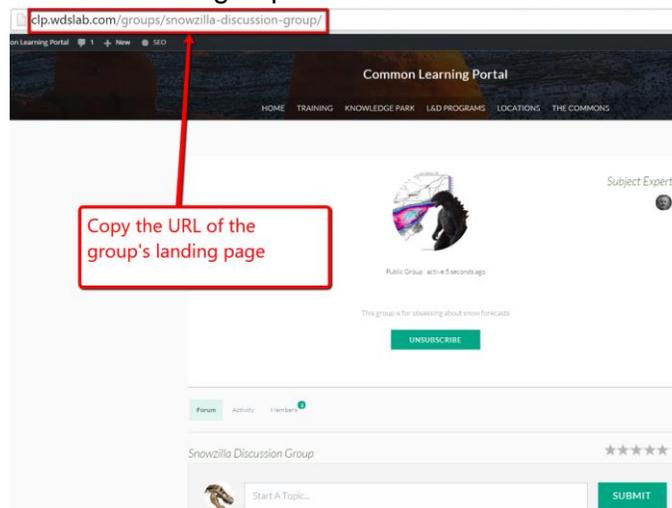
- Creating CLP Training Courses



**Ask an Expert**

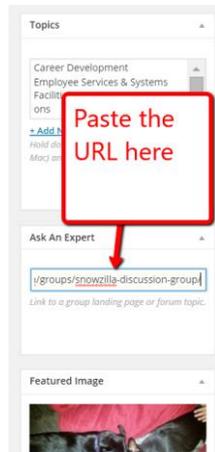
If there is a group in The Commons in which this content would be meaningful discussed, you can create a direct link from the content to that group using the Ask an Expert Feature.

1. Copy the URL of a Commons group in which users can discuss this content.

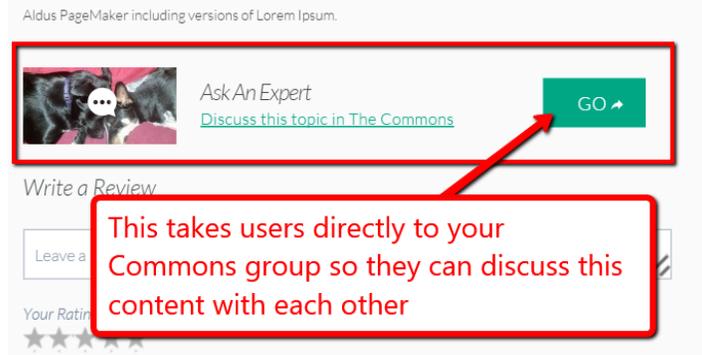


2. Paste the URL into the Ask an Expert field in the content.

- Creating CLP Training Courses

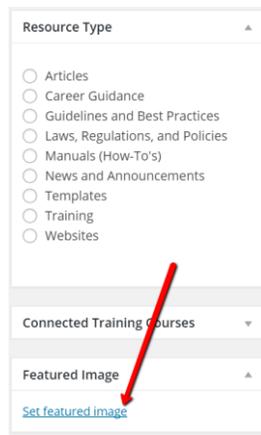


3. When the content is published, there will be an Ask an Expert link on the page. Users can click the link and will be taken directly to the group. NOTE: To avoid user confusion, only link to public groups using the Ask an Expert feature.



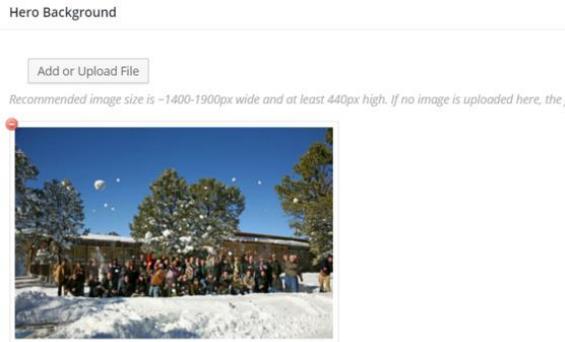
### Featured Image

At the bottom right corner, set the *Featured Image* for this Training Course (see [Image Guidelines](#) for more details).

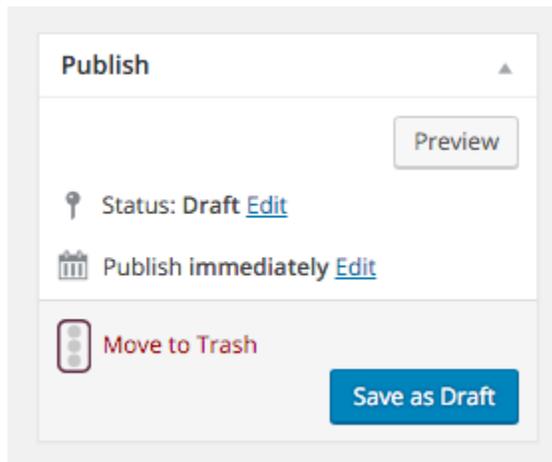


Set the Cover Image for this Training Course. The Cover Image should be the same as the Featured Image, but you will crop it differently (see [Image Guidelines](#) for more details).

- Creating CLP Training Courses

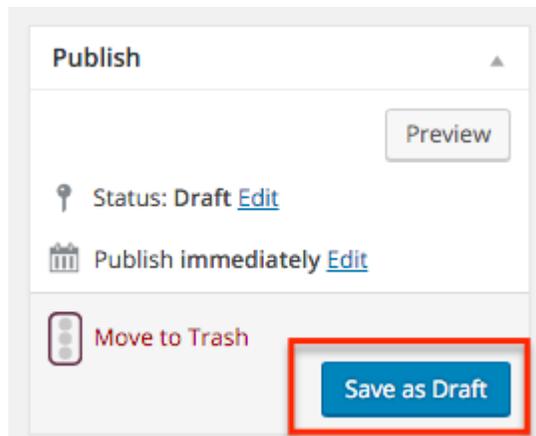


If you have not done so yet, save and preview your draft using the **Publish** widget at the top of the right column.



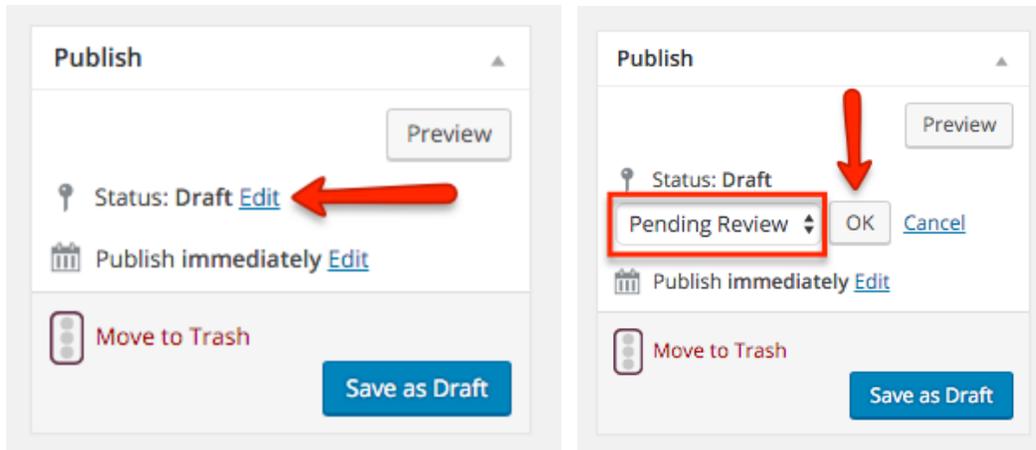
### Save & Submit for Review

You can save your draft as often as you'd like (before submitting it for review) by clicking the Save Draft button.

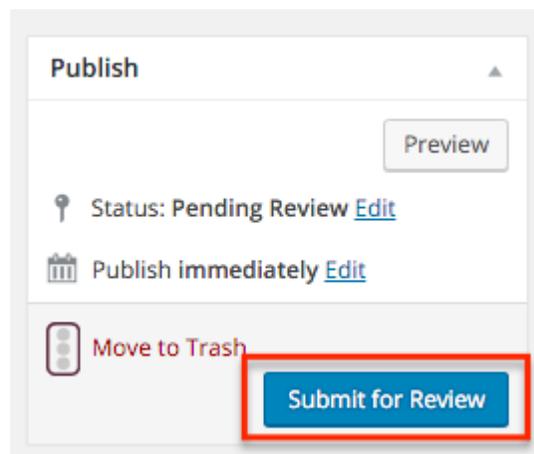


Once you are satisfied with your draft, click the [Edit](#) button and select the *Pending Review* option in the drop down list and click ok.

- Creating CLP Training Courses



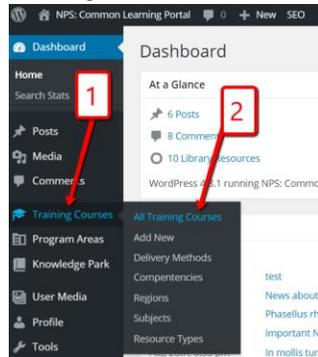
The status will change from *Draft* to *Pending Review*. Once the *Pending Review* status has been selected, click the *Submit for Review* button to send a notification to your content team's Site Content Approver. The person in this role will review, tag, and publish the content.



NOTE: Once you click the *Submit for Review* button, the *Save Draft* button will disappear because technically the content has been handed off to another team member. You can still save updates, however, by clicking the *Submit for Review* button again.

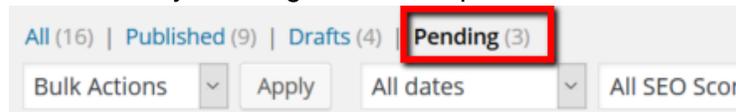
### Additional steps for SCAs

After your SCC has created *Training Courses* and clicked the *Save as Pending Review* button, Site Content Approvers complete a few more steps and then publish the new content. First, navigate to *Training Courses > All Training Courses* in the Dashboard.

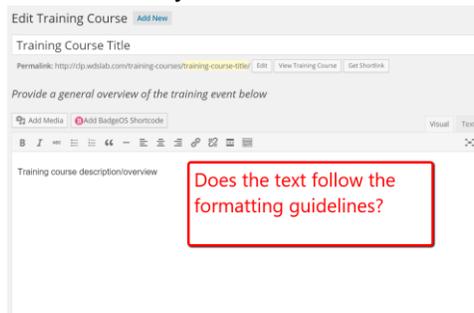


This will open a list of Training Courses. Click the *Pending* text link at the top of the list to see a filtered list of only those Training Courses that are awaiting review by your content team.

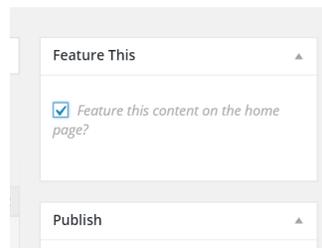
NOTE: The number next to the word drafts is the total number of draft Training Courses currently on the CLP, but you will only see those Training Courses which are assigned to your content team in the list (you may see fewer Training Courses in your list than the number indicates). Click on the title of any Training Course to open and edit it.



First, review the work of the SCC. Is the title accurate and descriptive? Does the text correctly follow the formatting guidelines for the body text/overview, learning objectives, and notes?

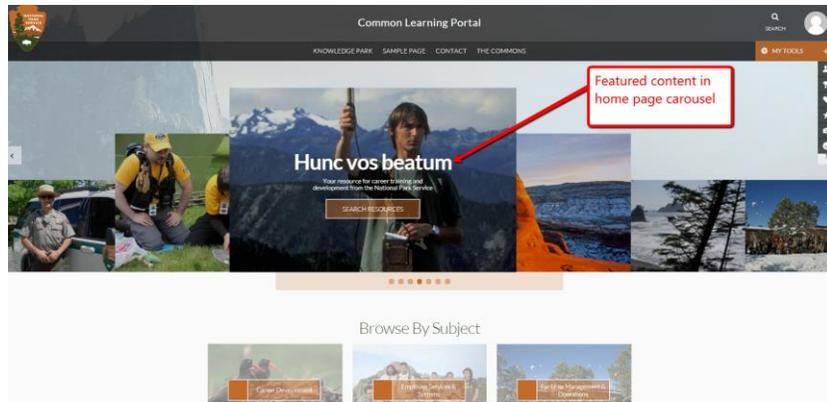


If this is an important or high profile Training Course, check the *Feature This* checkbox at the top right.



Checking the *Feature This* box will alert the Master Content Approver to review this Training Course for inclusion on the Home Page.

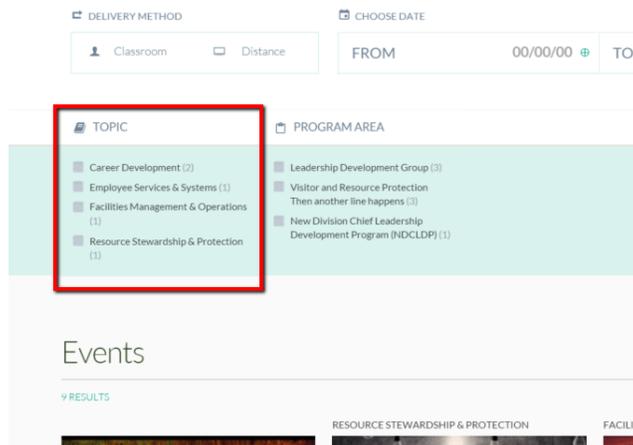
- Creating CLP Training Courses



Tag the Training Course to any *Topics* to which it is relevant.

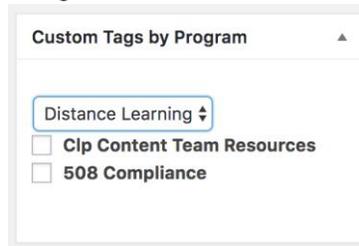


This information will allow for faceted search on the CLP website.

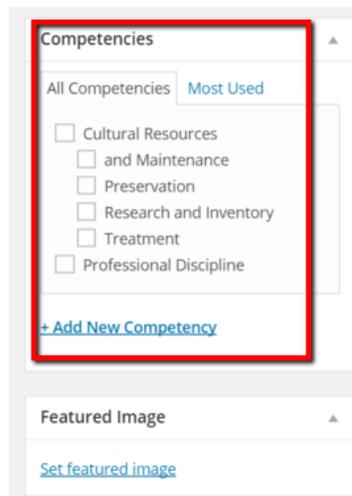


- Creating CLP Training Courses

If your program area, region, or training center has created *custom tags* for your content, tag the Training Course as appropriate here. NOTE: These tags will be unique to each content team so yours will not look exactly like the image.



If this Training Course is related to any of your program area's competencies, tag the course to the related competency.

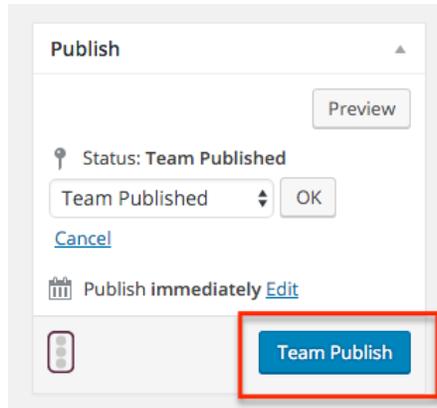


Use the Publish widget to set the privacy settings for this Training Course.

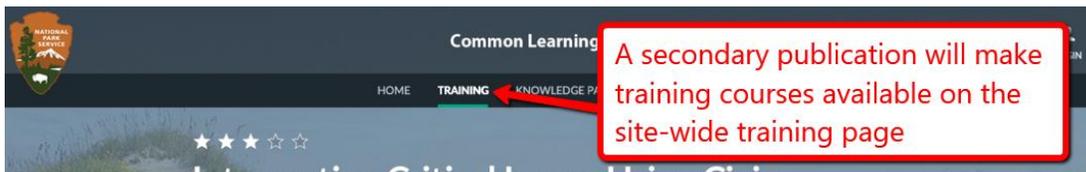
- **Team Publish:** Anyone can see this Training Course once it's published
- **NPS Team Publish:** Only users who are logged in with an NPS account can see this Training Course once it's published

After editing and previewing the Training Course, click the [Edit](#) button and select the *Team Published* option in the drop down list and click ok. Then click the *Team Publish* button.

- Creating CLP Training Courses



After Team Published by the SCA, the Training Course will be available only on that SCA's program landing page. A secondary publish is required by the Master Content Approver before the Training Course is available on the Training Event Landing Page.



## Formatting Guidelines

In addition to the Technical User Documentation found above, Formatting Guidelines provide standardization specifically for the content entered in the Description field to improve user experience by reducing cognitive load as users become familiar with standardized formatting and scanning becomes easier on the site.

Search Engine Optimization (SEO) will also be improved through the use of standardized headers. Search Engines give heavier weight to text which is found in headers, so placing meaningful keywords in headers improves search results.

In addition to standard header styles, bulleted text and short, scannable sentences should be used whenever possible.

For Training Courses, active voice should be used in a friendly, informative tone, in accordance with NPS style. Overly academic, wordy language should be avoided. As a general rule, be descriptive without being exhaustive, particularly when it comes to Training Courses that link to DOI Learn. For further guidelines on optimizing digital content, see the [NPS CLP Digital Content Style Guidelines](#).

## Formatting Training Courses

Three distinct fields are available so that you may provide the maximum amount of information to users searching the CLP for appropriate training courses.

- Training Overview
- Learning Objectives
- Notes

### Formatting the Training Overview

The initial section of Training Event content is the Training Overview. This section is a summary of the training including:

- The person/organization providing the training
- The intended audience of the training
- The course number

### Formatting the Learning Objectives

A learning objective is an outcome statement that captures specifically what knowledge, skills, attitudes learners should be able to exhibit following instruction. This section of Training Event content should be formatted as an introductory clause and bulleted list as shown below. *Do not* include the header “Learning Objectives” as that header will be programmatically inserted on the page.

#### Example Learning Objectives

By the conclusion of this course, the participant will be able to:

- Understand their role to facilitate connections between resource meanings and audience interests.

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 **ENTERPRISE KNOWLEDGE**

- Creating CLP Training Courses
  - Recognize the appropriate use of a particular technique in relation to the resource, setting, and audience.
  - Skillfully implement a variety of interpretive techniques in formal programs, media development, and informal contacts.

**Formatting the Notes**

The Notes section of Training Event content is a section in which to list additional information that may be important to class attendees. This may include, but is not limited to, prerequisites, related courses, foundational reading, or other resource links.